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AIR UNIVERSITY (AETC)**

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(Ms. Bessie E. Varner)
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(Dr. Shirley B. Laseter)
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This instruction implements AFRPD 37-1, *Air Force Information Management*. It establishes policies and responsibilities for preparing, printing, reprinting, and distributing books and other materials published by Air University Press. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://afrims.amc.af.mil>). It applies to all Air University (AU) organizations and authors who require or desire the publication support of Air University Press.

SUMMARY OF REVISIONS

This revision: adds *The Chicago Manual of Style, Fifteenth Edition*, as a reference (1.4); identifies OPRs and responsibilities for AU-numbered texts (Figure 2.1); ensures that materials submitted for publication are free of classified and or sensitive information, ensures that materials submitted in electronic formats are free of computer viruses, and informs potential authors of terms of the Air Force publishing agreement (2.1.1 – 2.1.9); presents AU Press print distribution policy (2.1.10); and enlarges upon responsibilities of originating offices (2.3.1). A star (★) indicates a change since the last edition.

1. References and Terms Explained:

1.1. AFI 35-101, *Air Force Public Affairs Policies and Procedures*

1.2. AFMAN 37-139, *Records Disposition Schedule*

1.3. AFI 51-303, *Intellectual Property—Patents, Patent Related Matters, Trademarks and Copyrights*

★1.4. *The Chicago Manual of Style, Fifteenth Edition*

1.5. Air University Press. Air University Press provides professional publishing services to help Air Force war fighters understand and apply air and space power.

1.6. Air University Publication Review Board. An authoritative body tasked with reviewing and approving manuscripts for publication by Air University Press, comprised of the chief academic officer, faculty and staff representatives, and the AU Library and Press director (nonvoting member).

1.7. AU-Numbered Texts. A text with an assigned Air University number used in resident or nonresident programs of more than one Air University school.

1.8. Automatic Distribution. A one-time initial distribution of new Air University Press publications made to a standard list of addressees.

1.9. *AU Press Style and Author Guide*. An Air University-designed and AU commander-approved style reference for all Air University writers and for all authors submitting materials to Air University Press. It is based on the most current civilian publishing norms, especially those found in *The Chicago Manual of Style*, and is used to standardize all publications, including Internet materials, produced by Air University and to describe the editorial, design, and publication processes.

2. Policies and Responsibilities:

2.1. Air University Press:

- ★2.1.1. Reviews manuscripts for possible publication and determines production schedules based on priorities recommended by the Air University Publication Review Board, higher headquarters directives, workload, timeliness, and other factors.
- ★2.1.2. Issues Air Force publishing agreements to authors of approved projects to include AU faculty, active duty and retired Department of Defense officers, and all other authors submitting materials to AU Press.
- ★2.1.3. Consults Air University headquarters and coordinates with Air University schools to publish the *Air University Style and Author Guide*.
- ★2.1.4. Coordinates with Public Affairs (HQ AU/PA) and sponsoring agencies to ensure security and policy review in compliance with AFI 35-101 for all publications intended for release to the general public.
 - ★2.1.4.1. Reviews all manuscripts received from sources external to Air University and sends manuscripts accepted for publication to HQ AU/PA for security and policy review with a recommendation of public release and dissemination.
 - ★2.1.4.2. Does not normally edit, design, or print classified or sensitive materials.
- ★2.1.5. Secures Cataloging in Publication (CIP) data from the Air University Library and pricing information from the Government Printing Office (GPO).

- ★2.1.6. Assigns International Standard Book Numbers (ISBN) and International Standard Series Numbers (ISSN), as appropriate.
- ★2.1.7. Maintains and disseminates a Textbook Status Report listing AU-numbered texts to identify the OPRs, revision cycle, number of books required, date last printed, and date of next projected printing. Figure 2.1 lists current numbered text titles and their corresponding OPRs.

Figure 2.1. Numbered Text Titles

Number	Title	OPR
AU-1	<i>AU Style and Author Guide</i>	AUL/LP
AU-2	<i>Guidelines for Command</i>	ACSC/DE
AU-3	<i>AU Press Publications Catalog</i>	AUL/LP
AU-10	<i>Air University Catalog</i>	HQ AU/CFR
AU-18	<i>Space Handbook</i>	AWC/DFW
AU-24	<i>Concepts for Air Force Leadership</i>	CPD/EA

- ★2.1.8. Edits, designs, and publishes AU-numbered texts and manuscripts approved by the Air University Publication Review Board using funds from the Air University Press print budget.
- ★2.1.9. Prepares and submits DD Form 282, **DOD Printing Requisition/Order**, to the Defense Automated Printing Service Detachment Office (DAPS), Redstone Arsenal, Huntsville, Alabama.
- ★2.1.10. Distributes publications.
 - ★2.1.10.1. Normally, the initial print run is 5,000 copies for new books; 1,500 copies for new monographs; and as required by PME schools for AU-numbered texts.
 - ★2.1.10.2. Following publication sends three copies of each new or revised publication to the Air University Library (AUL/LD).
 - ★2.1.10.3. Provides limited distribution of publications without charge including shipment by fourth-class mail to the following parties:
 - 2.1.10.3.1. Active duty, retired, and reservist military personnel of any branch of the services.
 - 2.1.10.3.2. Civilians and contractors employed by the Department of Defense who need these publications for employment-related purposes.
 - 2.1.10.3.3. Cadets attending the Air Force Academy.
 - 2.1.10.3.4. AU schools.
 - 2.1.10.3.5. Individuals and organizations on the Press automatic distribution list.

2.1.10.3.6. Civil Air Patrol (CAP) instructors attending events at Maxwell AFB.

2.1.10.4. The following restrictions apply when providing publications to parties in paragraph 2.1.10.3. above:

2.1.10.4.1. A 10-title limit per individual per visit to the Press bookstore or per Internet order. Personnel may acquire additional titles by making request to Chief, Services Branch (AUL/LPS).

2.1.10.4.2. Officers attending the International Officers' School (IOS) may receive publications without charge but will pay for shipping from the allowance provided by IOS.

2.1.10.4.3. Authors of Press publications normally receive 25 copies free and may purchase additional copies with a 25 percent discount.

2.1.10.4.4. Authors may submit a distribution list of 25 or fewer addresses for the Press to ship without charge. The deputy director or the services branch chief may approve additional copies without charge.

2.1.10.4.5. Multiple copies will be provided to AU schools when stock allows. Schools' requests for 25 or more titles should be made to AUL/LPS.

★2.1.11. Provides for the sale of publications.

2.1.11.1. As an exclusive sales agent of GPO, AU Press provides publications for sale at GPO prices to the general public. Booksellers and others ordering books costing over \$100 receive a 25 percent discount. There is no shipping or handling charge.

2.1.11.2. Multiple copies of publications for use in sister service schools (including AFROTC) may be sold to those schools at cost via DD Form 448, **Military Interdepartmental Purchase Request**. Another option for those organizations is to fund their own printing requirements by completing DD Form 282 and coordinating the print process with AU Press Services branch.

2.1.11.3. AFROTC, AFJROTC, CAP cadets and CAP organizations are not eligible for free materials. They may purchase materials through GPO or fund their own printing requirements by completing DD Form 282 and coordinating the print process with AU Press Services Branch.

2.2. Air University Publication Review Board:

★2.2.1. Is composed of the following members:

2.2.1.1. Chief Academic Officer, Air University (Chair)

- 2.2.1.2. Director of Research, College of Aerospace Doctrine, Research and Education
- 2.2.1.3. Director, Research and Writing Program, Air War College
- 2.2.1.4. Dean of Education and Curriculum, Air Command and Staff College
- 2.2.1.5. Educational Advisor, Squadron Officer College
- 2.2.1.6. Vice Commandant, Air Force Institute of Technology
- 2.2.1.7. Associate Dean, School of Advanced Air and Space Studies
- 2.2.1.8. Director, Air University Press (nonvoting)
- 2.2.2. Convenes on a quarterly basis or as needed.
- ★2.2.3. Reviews and approves all manuscripts for publication by the Air University Press and other projects directed by higher headquarters or by the AU Press director.
- 2.2.4. Evaluates manuscript content, projected customer interest, value to the Air Force, and other appropriate factors.
- 2.2.5. Through a majority of its voting members, accepts, rejects, or recommends revision of manuscripts for publication. In the case of revisions, the board provides a written critique to the author listing the required and recommended changes.
- 2.2.6. Identifies book and monograph topics of special interest to the Air Force and national security planners.
- 2.2.70. Identifies prospective authors and solicits manuscripts for possible publication by Air University Press.
- 2.3. Authors and Project Officers:
 - ★2.3.1. Obtain copyright releases through procedures outlined in AFI 51-303 for any copyrighted material in the manuscript. Provide copies of all copyright releases to Air University Press.
 - 2.3.2. Submit manuscripts according to the *Air University Press Author and Style Guide*.
 - 2.3.3. School project officers review AU-numbered texts periodically to evaluate the need for revisions or the need to write new ones. Revisions of existing AU-numbered texts are normally justified if the content has become obsolete or if the curriculum has changed. OPRs cited in 2.1.7 should initiate contact with AU Press in line with revision cycles given in the Textbook Status Report when scheduled updates are due.
 - 2.3.4. Potential authors, project officers, and originating or sponsoring AU agencies submitting materials to the Press for editing, publication design, and final printing must

certify in writing that the materials are free of classified and sensitive information (such as personal data or extracts from inspection reports or safety investigations) and that they recommend public release and dissemination. (See AFI 35-101, chapter 15, "Security and Policy Review.") Originators must provide to AU Press copies of this recommendation and the response from HQ AU/PA (and higher headquarters policy and security reviews if required) regarding the request for clearance.

2.4. Commanders and Commandants:

★2.4.1. Provide funds to reprint publications to meet curriculum requirements if sufficient quantities are not available in the Air University Press inventory.

2.4.2. Request Air University Press services as early as possible in the development stage of new or revised AU-numbered texts. Designate a project officer with responsibility for developing such material.

2.4.3. Ensure authors and project officers obtain copyright releases or permissions before using copyrighted materials. See paragraph 2.3.1.

★2.4.4. Ensure subject matter experts review all materials before submitting them to Air University Press for editing, design, and publication. Each sponsoring AU school or agency must ensure this review includes a determination of possible inclusion of classified and/or sensitive information.

2.4.5. Submit a letter to the Office of Academic Affairs (HQ AU/CFA) requesting assignment of an AU number for prospective AU-numbered texts. Letters should contain full justification for publication. Send a copy of the approved request to Air University Press.

2.4.6. Store, maintain, and control disposition of any publication used by the school or agency in excess of those required for Air University Press inventory and automatic distribution.

2.4.7. Maintain a record set of each printed AU-numbered textbook created by the school and ensure that records are maintained and disposed of in accordance with AFMAN 37-139.

2.5. Headquarters AU/CFA approves or disapproves the assignment or removal of AU numbers to texts.

JOHN F. REGNI
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